

No. 7/ 9 /DPNP

Jakarta, March 31, 2005

CIRCULAR LETTER

To

ALL COMMERCIAL BANKS

IN INDONESIA

Concerning : Debtor Information System

In reference to the stipulation of Bank Indonesia Regulation Number 7/8/PBI/2005 dated January 24, 2005 (State Gazette of the Republic of Indonesia of 2005 Number 18, Supplement to the State Gazette of the Republic of Indonesia Number 4477), it is deemed necessary to stipulate the provisions in Bank Indonesia Circular Letter as follows:

I. GENERAL PROVISION

1. Debtor Information System is intended as a mean to expedite the process of fund provision, improve the application of risk management, and support debtor quality identification in compliance with the applicable provisions.

2. In order to ...

2. In order to achieve the above mentioned objectives and for the Debtor Information System to produce adequate information, the Reporting Entity is obliged to:
 - a. submit a monthly Debtor Report to Bank Indonesia for the end-of-month position in an accurate, complete, up to date and timely manner.
 - b. conduct and submit a Debtor Report correction to Bank Indonesia if the Debtor Report submitted to Bank Indonesia fails to comply with the provisions based on the finding of the Reporting Entity or by Bank Indonesia, or by another party;
 - c. be responsible of the content and timely submission of the concerning debtor Report.
3. In order to create orderliness in the preparation of Debtor Report, it is necessary to create a Guidelines on Preparation of Debtor Report for Commercial Banks provided in the Appendix as a inseparable item of this Circular Letter.

II. REPORTING ENTITY

1. In compliance with this Circular Letter, the Reporting Entity having to submit a Debtor Report in Debtor Information System as referred to in Bank Indonesia Regulation Number 7/8/PBI/2005 dated January 24, 2005 concerning Debtor Information System, hereinafter referred to as “Reporting Bank” includes:

a. Head Office...

- a. Head Office and Branch Offices of a Commercial Banks conducting operation within the region of Indonesia;
 - b. Branch Office and Sub-Branch Office of a foreign bank conducting operation within the region of Indonesia.
2. A Reporting Bank conducting operation outside Indonesia shall have the Reporting bank Head Office to prepare and submit a Debtor Report.
3. A Reporting Bank having a merger or consolidation shall submit a Debtor Report prepared and submitted by the Bank Office of Reporting parties involved in the merger or consolidation until the merger or consolidation process finishes. When the process of merger or consolidation has ended, the Debtor Report shall be prepared and submitted by the Office of Reporting Bank resulted from the merger or consolidation.

III. SYSTEM AND PROCEDURE FOR SUBMITTING REPORT AND ADMISSION OF DEBTOR INFORMATION

1. In order to maintain submission of a Debtor Report that is accurate, complete, up-to-date and timely and to secure the admission of Debtor Information, the Reporting Bank must prepare a written system and procedure approved by the Directors of the Bank with minimum requirements as follows:
 - a. the authority and responsibility of the person in charge of preparing, conducting the verification and submitting the Debtor Report to Bank Indonesia;

b. the authority ...

- b. the authority and responsibility of the person in charge and given access to submitting a request of and receiving Debtor Information from bank Indonesia.
- 2. The Reporting bank office must secure the information technology system related to Debtor Information System at the Reporting Bank including the safety precautions for the process of sending information in the Debtor Report from the Reporting Bank computer system to Bank Indonesia and receiving Debtor Information from Bank Indonesia.

IV. DEBTOR REPORT AND DEBTOR INFORMATION

- 1. A Debtor Report submitted by the Reporting Bank to bank Indonesia comprises:
 - a. Debtor identity:
 - 1) for individual Debtor shall consist of the name, ID card number, mother's maiden name, address, and Tax Payer ID Number in compliance with the applicable laws;
 - 2) for corporation or unit as Debtor shall consist of the name, corporation charter number, Tax Payer ID Number, and information related to Debtor position, ownership, and financial relationship;
 - b. information concerning manager and owner of the corporation or unit consisting of name, address, Tax payer ID Number, position and share (percentage) of ownership;

c. information...

- c. information concerning the received fund provision facility by Debtor, encompassing the type of fund provision, the amount of given facility and collectibility, including the fund provision having written-off or settled by collateral take-over or settlement in court;
 - d. collateral information, comprises the information on the proof (status) of ownership, collateral value, name of collateral owner, collateral location, and type of bonding;
 - e. guarantor information, consisting of the information on the guarantor identity such as the name, address, and identity (KTP/corporation charter) of the guarantor and the percentage guaranteed share of the fund facility;
 - f. Information on the Debtor financial report for a corporation/unit as customer receiving a facility of fund of Rp. 5.000.000.000,00 (five billion rupiahs) or more. The Debtor financial information comprises the data in a loss/profit balance sheet and the financial report position.
2. The Reporting bank having fulfilled the reporting obligation shall require Debtor Information from Bank Indonesia. The request for Debtor Information shall be executed on line.
3. The Debtor Information available for a Reporting Bank consists of:
- a. Debtor identity, for Individual debtor;
 - b. manager and owner;
 - c. fund facility received by the Debtor;
 - d. collateral;
 - e. guarantor

- e. guarantor, and;
- f. collectibility

V. PERSON IN CHARGE OF THE DEBTOR REPORT AND DEBTOR INFORMATION

1. In order to submit the Debtor Report and a request for Debtor Information, the Reporting bank shall make appointment of an Operator/Officer and/or Person-in-charge given the authority and responsibility to:
 - a. prepare and submit the Debtor Report to Bank Indonesia;
 - b. carry out the verification, validity and completion of the up-to-date Debtor Report before submission to Bank Indonesia;
 - c. submit a request to and receive Debtor Information from Bank Indonesia.
2. The Reporting Bank must submit a written notification concerning:
 - a. the name, telephone number, facsimile number, and e-mail address of the officer and/or person in charge of the Debtor Report;
 - b. the name, telephone number, facsimile number, and e-mail address of the officer and/or person in charge of requesting and receiving Debtor Information;to Bank Indonesia up. The Directorate of Licensing and Banking Information (DPIP) c.q. Banking Data Section Jl. MH. Thamrin No. 2 Jakarta 10110, with a carbon copy sent to the Regional Bank Indonesia

Office for.....

Office for a Reporting Entity domiciled outside the working area of the Bank Indonesia head office.

3. Each officer and person in charge must keep and be responsible of the secrecy of their password and user-id.

VI. FORMAT OF REPORT AND PROCEDURE OF REPORTING

The format of report, procedure of completion and preparation of a Debtor Report shall be based on the Guidelines on Preparation of Debtor Report for Commercial Banks as an inseparable part of this Circular Letter.

VII. PERIOD FOR SUBMISSION OF REPORT AND DEBTOR REPORT CORRECTIONS

1. The Reporting bank must submit the Debtor Report on a monthly basis to Bank Indonesia no later than the 12th (twelfth) after the end of month of the concerning Debtor Report.
2. A Reporting bank having no Debtor and/or not giving a fund provision facility shall submit a report using Form 05 – LBU Data Control.
3. According to Paragraph 6 of Bank Indonesia Regulation Number 7/8/2005 dated January 24, 2005 concerning Debtor Information System, a Reporting Bank must submit a correction of the Debtor Report that fails to comply with the provisions based on the findings by the Reporting bank or Bank Indonesia. In the case of a difference related to the submission of the

Debtor

Debtor Report between the finding of Bank Indonesia and the Reporting bank, the applicable one shall be decided by bank Indonesia.

4. Correction of a Debtor Report failing to comply with the applicable provisions and discovered by the Reporting Bank must be reported to Bank Indonesia no later than the 12th (twelfth) after the end of month of the concerning Debtor Report.

VIII. PROCEDURE FOR SUBMISSION OF DEBTOR REPORTS AND DEBTOR REPORT CORRECTIONS

1. The Reporting bank must submit a Debtor Report and/or Debtor Report Corrections to Bank Indonesia on-line. The on-line reporting shall be executed by sending or transferring the data in the Debtor Report or Debtor Report Correction on line through the communication facility/extranet network or other communication facilities stipulated by bank Indonesia.
2. Submission of Debtor Report or Debtor report corrections may be executed off line by using disc or compact disc, in the case of:
 - a. A Reporting Entity domiciled in an area without telecommunications facilities or under conditions of force majeure such as having been on fire, in a riot, war, sabotage or natural disasters such as flood and earthquake;
 - b. A Reporting Entity newly commencing operation, subject to a time limit of no more than 2 (two) months after commencing operation; or
 - c. A reporting.....

- c. A Reporting Bank experiencing technical problem in the submission of a Debtor Report or Debtor report Correction, such as telecommunication problem or electricity blackout for a long period of time completed with a written notification from a manager of the Reporting bank.
- 3. A Reporting bank is declared having submitted a Debtor Report and/or Debtor Report corrections on the date of submission of the concerning Debtor Report and/or Debtor report Correction in Bank Indonesia.
 - a. On line reporting

If a Debtor Report and/or Debtor Report corrections is submitted on line, the Reporting bank shall receive a submission and up-dating note of the Debtor Report and/or Debtor Report corrections automatically on the computer of the Reporting bank after finishes reporting the Debtor Report and/or Debtor Report corrections.
 - b. Off line reporting

If a the Debtor Report and/or Debtor Report corrections is submitted off line, the Reporting bank shall receive a proof of submission of the Debtor Report and/or Debtor Report corrections given by bank Indonesia for a direct submission, or a proof of acceptance/postal stamp for postal delivery, for a Reporting bank domiciled outside the working area of the Bank Indonesia head office.

IX. SANCTIONS

The procedure for financial penalty for a Reporting Bank:

1. Bank Indonesia shall give a written warning to the Reporting Bank concerning the violation of the Reporting Bank and the liable sanction.
2. The financial penalty shall be executed by debiting the demand deposit account of the Reporting Bank in bank Indonesia.

X. ADDRESS FOR SUBMITTING A DEBTOR REPORT AND DEBTOR REPORT CORRECTIONS OFF LINE

1. Directorate of Bank Licensing and Information, c.q. Banking Data Section, Jl. MH. Thamrin No.2 Jakarta 10110, for a Reporting Entity domiciled in the working area of the Bank Indonesia head office; or
2. The local Bank Indonesia Regional Office, for a Reporting Entity domiciled outside the working area of the Bank Indonesia head office.

XI. SUBMISSION OF ENQUIRIES

1. Any enquiries concerning the Debtor Report and Information shall be submitted to Directorate of Bank Licensing and Information, c.q. Banking Data Section, Jl. MH. Thamrin No.2 Jakarta 10110 and/or by e-mail to sid@bi.go.id.
2. An enquiry concerning the application and automation of Debtor Information System shall be submitted to the Help Desk of Bank

Indonesia by e-mail: hdbi@bi.go.id and/or telephone number 021-3818000.

XII. CONCLUDING PROVISION

The obligation to submit a Debtor Report for data position from March to May 2005 shall be performed in parallel between the Debtor Report complying with Bank Indonesia Regulation Number 1/7/PBI/1999 dated September 20, 1999 and submission of Debtor Report as regulated in Bank Indonesia Regulation Number 7/8/PBI/2005 dated January 24, 2005 through web application.

This Circular Letter shall come into force on March 31, 2005.

For the public to be informed, it is ordered that this Circular Letter be promulgated in the State Gazette of the Republic of Indonesia.

Kindly be informed.

BANK INDONESIA,

MAMAN H. SOMANTRI
DEPUTY GOVERNOR